



# COMMUNITY DEVELOPMENT DIVISION FREDERICK COUNTY, MARYLAND

## Board of Appeals

30 North Market Street • Frederick, Maryland 21701  
301-600-2572 • FAX 301-600-2309 • TTY: Use Maryland Relay  
[www.FrederickCountyMD.gov/planning](http://www.FrederickCountyMD.gov/planning)

## APPEAL FOR A VARIANCE UNDER ZONING ORDINANCE-APPLICATION(BOA)

### Required for Submission

- ☐ Application is a result from meeting with:  
Zoning Planner \_\_\_\_\_ Date \_\_\_\_\_
- ☐ 20 copies -Justification letter, to include the following information:
1. Existing Zoning of Property.
  2. Applicable section(s) of the Zoning Ordinance, for which applicant is appealing.
  3. Describe the nature and size of the desired variance from such Ordinance requirement(s).
  4. Particular requirement(s) from which a variance is desired.
  5. Describe the difficulty or hardship upon the owner if the requested variance is not granted.
  6. Describe any slope, shape or significant lot characteristics.
  7. Other information relevant to appeal request.
- ☐ 20 copies-Concept Plan & Illustrative Notes and other supporting documents. (folded 8-1/2 x 11)
- ☐ 1 copy -Of Maryland Department of Assessments and Taxation print out, Phone (301)815-5350,  
[www.dat.state.md.us](http://www.dat.state.md.us)

Property Information:

Previous Board of Appeals Case # \_\_\_\_\_

Tax Map \_\_\_\_\_ Parcel # \_\_\_\_\_ Tax ID# \_\_\_\_\_ Acres \_\_\_\_\_

Public Water \_\_\_\_\_ Public Sewer \_\_\_\_\_ or Private Well \_\_\_\_\_ Private Septic \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address / Location: \_\_\_\_\_

Ordinance requirement(s) in question would result in peculiar and unusual practical difficulties to or exceptional or undue hardship upon the owner of the property due to exceptional:

(Check all that apply)

- ☐ Narrowness
- ☐ Shallowness of the property, existing now and on the date
- ☐ Shape of the requirement(s) in question
- ☐ Topography
- ☐ Other (describe) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### **NOTE:**

1. Exceptional narrowness, shallowness or shape of the property is claimed, Plat Book \_\_\_\_\_ and Page # \_\_\_\_\_ of recorded plat required, if property is recorded in the land records of Frederick County, Maryland or
2. Property is unsubdivided, deed conveying the identically-bounded tract was recorded in the land records of Frederick County, Maryland L. \_\_\_\_\_ F. \_\_\_\_\_

Additional information required on back →

Appellant \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Check one for Determination Letter:

☐

Mail

☐

Email

\_\_\_\_\_

**Internal use Only**

BOA#	
Zoned:	ID#
TM	P
Filed Date:	
Hearing Date:	

I herby affirm that all of the statements and information contained in or filed with this appeal are true and correct.

\_\_\_\_\_  
**Printed name**

\_\_\_\_\_  
**Signature of Appellant**

\_\_\_\_\_  
**Date**

**NOTARY PUBLIC**

Subscribed and sworn to before me the day and year from above written.

\_\_\_\_\_  
NOTARY PUBLIC-printed name

\_\_\_\_\_  
NOTARY PUBLIC-signature

**SEAL**

My Commission expires: \_\_\_\_\_

**FEEs**

*Checks made payable to Treasurer of Frederick County-Additional fees may be due per Fee Ordinance Resolution 12-07*

Variance (VARIANCE)	\$ 550.00
Total=	